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|  Independent Verification & Validation Facility | Contract Review | IVV 03 Revision: G Effective Date: February 2003 |
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| APPROVAL SIGNATURES | | DATE |
|--|-------------------------------|-------------|
| Greg Blaney (original signature on file) | QMS Management Representative | 02/06/03 |
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| REVISION HISTORY | | | |
|-------------------------|--|--------------------------|----------------|
| Rev No. | Description of Change | Author | Effective Date |
| Basic | Initial Release | Tom Wilson IT/216 | 05/19/98 |
| A | Quality Records - format changes | Tom Wilson IT/216 | 08/26/98 |
| B | Modified section 1.0 Purpose, corrected reference document number for Control of Quality Records in Referenced Documents section, and removed reference to an electronic file in section 8.0 Records | Greg Blaney IT/387 | 09/11/98 |
| C | Modified section 6.0 Procedure, to eliminate redundant information covered in IVV 09-4 | Tom Wilson IT/261 | 02/01/99 |
| D | References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual | Siamak Yassini IT/332 | 09/10/99 |
| E | Format and Number changes; Delete Reference to Ames Research Center | Griggs | 11/08/00 |
| F | Insert identity of references to conform to IV&V, IA, and OSMA Agreements. | Ozburn | 9/12/01 |
| G | Identify FRC acronym and clarify approving official | Ozburn | 02/07/03 |

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|--|------------------------|---|
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|--|------------------------|---|

| REFERENCE DOCUMENTS | |
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| Document Number | Document Title |
| NPG 1442.1 | NASA Uniform Files Index |
| NPG 1441.1 | NASA Records Retention Schedule |
| IVV 09-4 | Project Management |
| IVV 09-3 | OSMA Software Assurance Research Program |
| IVV 16 | Control of Quality Records |
| NPD 1050.1F | Authority to Enter Into Space Act Agreements (http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.menu) |
| NPG 1050.1 | Space Act Agreement Manual (http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.menu) |
| GMI 9080.4A | Reimbursement for Services or Products Provided by the GSFC (http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.menu) |
| GMI 9710.8 | Power and Authority to Execute Reimbursable Arrangements Solely for Travel and Related Matters (http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.menu) |

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|--|------------------------|---|
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|--|------------------------|---|

1.0 Purpose

The purpose of this procedure is to document the process used by IV&V Facility to establish agreements between the Facility and its customers.

2.0 Scope

The requirements apply to all agreements between the IV&V Facility and all of its customers. This procedure is applicable to all agreements for new services and customers of the IV&V Facility. Agreements with other federal agencies and or non-U.S. Government entities including foreign governments will be subject to this SLP. These include Memorandum of Agreements, Interagency Agreements, Reimbursable Agreements, and the OSMA Software Assurance Research Program Level II Plan. These types of agreements will be referred to as Formal Agreements (FA) throughout this SLP.

3.0 Definitions

3.1. Project Manager (PM)

IV&V Facility Civil Service personnel appointed by the Deputy Director who perform a project management function.

3.2. Resource Management Office Analysts (RMO)

IV&V Facility civil servant responsible for the management and reporting of financial resources.

3.3. Approving Official

The individual authorized to approve the Formal Agreement representing the IV&V Facility and the customer organization. The IV&V Facility's approving official is a member of Facility Management.

3.4. Customer

Any purchaser, recipient, or user of IV&V Facility products or services.

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|--|--------------------------|--|
|  <p>Independent Verification & Validation Facility</p> | <h2>Contract Review</h2> | <p>IVV 03 Revision: G Effective Date: February 2003</p> |
|--|--------------------------|--|

3.5. Types of Agreement

3.5.1. Memorandum of Agreement (MOA)

Signed agreement used to document IV&V, IA, and SE activities between the IV&V Facility and its customer.

3.5.2. Reimbursable Agreement/ Interagency Agreement

Signed agreement or contract which sets forth the scope of work or services desired, for a price, within a time certain as to beginning and ending between NASA and other government agencies or organizations.

3.5.3. OSMA SARP Level II Plan

Contains the Delegated Software Assurance Program Manager's list of approved Center Software Initiative Proposals, funding requirements for WVU, and contractual support between Facility and Code Q.

3.6. Independent Assessment (IA)

An independent review and analysis of a system's software development life-cycle and products; performed by identifying critical software risks which could jeopardize mission safety and success.

3.7. Acronyms

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| IA | Independent Assessment |
| IV&V | Independent Verification & Validation |
| PM | Project Manager |
| RMO | Resource Management Office Analysts |
| FA | Formal Agreement |
| FRC | Federal Records Center |
| SE | Software Engineering |
| WVU | West Virginia University |
| OSMA | Office of Safety and Mission Assurance |

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|--|------------------------|---|
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|--|------------------------|---|

SARP Software Assurance Research Program

4.0 Flow Chart:

Not applicable to this SLP.

5.0 Responsibilities

- 5.1.** Approving Official has final review and approval responsibility for all Facility Agreements.
- 5.2.** RMO has financial review responsibility for all Facility Agreements.
- 5.3.** The PM and Research leads have responsibility to negotiate and prepare the agreements per the appropriate SLP.

6.0 Procedure

- 6.1.** For MOA's, refer to IV&V PM 9-4 SLP.
- 6.2.** For OSMA SARP Level II Plan, refer to IV&V OSMA 9-3 SLP.
- 6.3.** For Reimbursable Agreements and Interagency Agreements, refer to the following:
 - NPD 1050.1F, Authority to Enter Into Space Act Agreements
 - NPG 1050.1, Space Act Agreement Manual
 - GMI 9080.4A, Reimbursement for Services or Products Provided by the Goddard Space Flight Center
 - GMI 9710.8, Power and Authority to Execute Reimbursable Arrangements Solely for Travel and Related Matters

7.0 Metrics

This section is not applicable to this process.

8.0 Records

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|--|------------------------|---|
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|--|------------------------|---|

Records will be maintained per the appropriate SLP. Reimbursable agreements will be generated and filed in the project File by the Administrative Staff in accordance with SLP IVV 16 AND NPG 1441.1 NASA Records Retention Schedules.

| Document Name and Identification Number | User Responsible for Record Retention | Retention Requirement | Location |
|---|---------------------------------------|---|-----------------------------|
| Concurrence Form (IV&V Form 1007) and associated Formal Agreement Submitted to Customer | Project Manager | Permanent – Retire to FRC when file is closed. Refer to NPG 1441.1. | Administrative Project File |
| Signed Formal Agreement and Amendments | Project Manager | Permanent – Retire to FRC when file is closed. Refer to NPG 1441.1. | Administrative Project File |